

SUPERVISING CORRECTIONAL COOK, DEPT OF CORRECTIONS

JOB ANALYSIS

BACKGROUND INFORMATION

Date of Job Analysis: April 1 - 7, 2008

Collective Bargaining Identification: R15

Job Analysis Conducted By: Marian Dilley, Manager
Brian J. Walker, Selection Analyst
Office of Selection Services
Department of Corrections and
Rehabilitation

Number of Incumbents: There are 172.25 positions in this classification with 22.25 vacant positions per Department of Corrections and Rehabilitation Filled/Vacant Position Report dated May 5, 2008.

Names of the Subject Matter Experts and their background:

DANIEL BEAN, ASSISTANT CORRECTIONAL FOOD MANAGER

Daniel currently works as an Assistant Correctional Food Manager at the Richard A. McGee Correctional Training Center in Galt and has been in this classification for 3 years. Prior to his current classification, he was a Supervising Correctional Cook for over 7 years and a Correctional Supervising Cook for over 8 years. He has been with the Department of Corrections and Rehabilitation for a total of 19 years.

SHAWNEE SISNEROZ, SUPERVISING CORRECTIONAL COOK

Shawnee currently works as a Supervising Correctional Cook at the Richard A. McGee Correctional Training Center in Galt and has been in this classification for 9 months. Prior to her current classification, she was a Correctional Supervising Cook for 6 years. She has been with the Department of Corrections and Rehabilitation for a total of 7 years.

SUPERVISING CORRECTIONAL COOK (DOC) INFORMATION GATHERING

Information Sources

The initial list of tasks and knowledges, skills and abilities statements were identified after conducting a literature review which consisted of:

- Review of the Job Analysis conducted in February 2003
- Review of current State Personnel Board classification specification (Attachment C)
- Review of the Job Audit Survey results, mailed out to all incumbents on 9/25/07 (Attachment A). A total of 84 (48.88%) job audits were returned for Supervising Correctional Cook (DOC).

Job Audit Survey Background

The Office of Personnel Services conducted a survey (Attachment A) to identify all tasks performed by Supervising Correctional Cook (DOC) working in the various adult institutions within CDCR. Surveys were mailed to all incumbents appointed to the Supervising Correctional Cook (DOC) classification. All returned surveys were reviewed and a task listing was developed based on the information provided. The task listing was then compared to the existing Job Analysis. Tasks that had been identified on the previous job analysis were coded with the corresponding task number. New tasks or tasks that had not been identified on the previous job analysis were added and coded with a new task number (Attachment B). Full task statements were developed by the Subject Matter Experts listed in the job analysis background.

When reviewing the Edited List of Tasks a dividing line was added to help distinguish tasks identified by the job audit survey versus tasks identified as a result of the previous job analysis: "The following tasks were identified from the statewide food service survey."

Job Audit Survey Statistics

Number of Incumbent		Number of Surveys Received				Locations Used	
Youth	Adult	Youth #	%	Adult #	%	Youth	Adult
0	171.85	N/A	N/A	84	48.88%	N/A	ALL